

## Job Description Custodian

Reports to: Custodial Leadership Team  
FLSA status: Hourly (non-exempt)  
Hours per week: 40 hours, Full-time  
Campus: Melbourne

This position helps to ensure a safe, clean and proper order of the facilities by keeping campus clean and in good sanitary condition.

Win, Disciple, Send: *For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes...* Romans 1:16

### Job Requirements:

- Empty trash cans, take out rubbish to trash dumpster
- Replenish bathroom supplies, help to maintain cleanliness of restrooms and unclog drains
- Clean windows, ceiling vents, light fixtures, walls and doors
- Finish and strip floors, clean carpets with Host Carpet cleaner and clean floors with auto scrubbers
- Vacuum, sweep, mop and dust
- Work with side-to-side floor machine and floor burnisher
- Dust furniture and clean all counter and cabinet surfaces, sinks and wall mounted items
- Pick up trash from grounds
- May be asked to help in the set-up/teardown of rooms and equipment relating to church and individual ministry events (*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.* Colossians 3:23): Perform duties to the best of your ability, maintaining an eternal perspective
- Notify Maintenance Dept of need for repairs in writing
- Cross training for back-up coverage (*As iron sharpens iron, so one person sharpens another.* Proverbs 27:17): Work with, encourage and train as unto the Lord
- Ability to respond to custodial emergency situations as effectively and as promptly as the situation requires
- Safely use and climb ladders
- Able to take proper care of and do routine maintenance on custodial equipment
- Ability to move various items of equipment and materials to locations inside and outside campus buildings
- Able to lift 35 lbs. Any item over 35 lbs will require two people to lift
- Travel to other campuses when required
- Other duties as assigned

### Skills:

- Must be able and willing to work in dusty, dirty, wet, hot and/or cold environmental conditions
- Manage your keys to the facilities and use good judgment in proper use of keys

- Ability to carefully view all tasks to judge proper priorities
- Ability to perform the physical nature of the tasks listed above
- Ability to communicate effectively with others

#### **Other Qualifications:**

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved.* Romans 10:9-10)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.* Galatians 5:22-23)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.* John 13:34-35)
- Participation in our church body for at least 1 year
- Mature, ongoing relationship with Christ and regularly attend church services
- A dependable team player who understands unity and works well with people at all levels of the organization (*Make every effort to keep the unity of the Spirit through the bond of peace.* Ephesians 4:3)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves...* Philippians 2:3)
- Ability to set boundaries to limit non work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information
- Manage time and schedules well and meet deadlines consistently
- Self-starting – can work with little supervision or direction
- Maintain a flexible spirit in order to change task quickly at the supervisor's discretion
- Ability to work overtime when required